

**GENERAL SERVICES ADMINISTRATION  
Federal Acquisition Service (FAS)  
NETWORK SERVICES DIVISION  
Southeast Sunbelt Region  
Atlanta, GA**

**INSTRUCTION TO OFFEROR**

**REQUEST FOR PROPOSAL NO: ID04140006**

**ISSUE DATE: December 05, 2013**

**CLOSING DATE/TIME: 12:00 AM, Eastern, December 06, 2013**

1. **FAS Open Market:** 8(a) directed buy IAW FAR 15, 19 and GSAM 19.
2. **Contract TYPE:** Fixed-Price, Performance Based
3. **ISSUING OFFICE:**

**David K. Wilson  
GSA/FAS (4QTCA)  
Network Services Division  
77 Forsyth Street  
3rd Floor, Zone G-17  
Atlanta Ga. 30303  
Ph (404) 331-3512  
[david.wilson@gsa.gov](mailto:david.wilson@gsa.gov)**

**All contractual requirement questions shall be submitted in writing via email to [david.wilson@gsa.gov](mailto:david.wilson@gsa.gov) no later than December 05, 2013 4:00 PM.**

4. **OFFER:**  
Offer shall be submitted in GSA's electronic system, Information Technology Solution Shop (ITSS): <http://itss.gsa.gov>. ITSS requires that information under the contract number in the ITSS be an exact match with the information in the Central Contractor Registration (CCR), <http://www.ccr.gov>. An award cannot be made if the information in each system does not match exactly.

- CCR Legal Business Name – Form 300, Blocks 7 and 12, Contractor/Company Name
- CCR Doing Business As (DBA) – Form 300, Blocks 7 and 12, Contractor/Company Name
- CCR Physical Address – Form 300, Block 7, Contractor Address
- CCR Remittance Address – Form 300, Block 12, Remittance Address
- Federal Tax ID (Employer's Identification Number)
- DUNS (Data Universal Numbering System)

Offeror shall identify subcontracting arrangements in their technical approach. If a teaming or prime contractor-subcontractor arrangement is to be used, the offeror shall clearly explain the portion of effort to be performed by each contractor.

**5. PROPOSAL FORMAT:**

Proposal shall be submitted in an 8/12" x 11" format. The price proposal shall be submitted in an MS Excel file separate from the other proposal information. Proposal shall include a cost summary page and shall be submitted without Contractor's editing restrictions. The Government offers an opportunity to clarify any issues through questions prior to proposal submission.

**6. REQUIREMENT DESCRIPTION:**

As specified within the Performance Based Statement of Work (PBSOW).

**7. EVALUATION:**

This procurement is being conducted under Far Part 15 & 19. This requirement is an 8(a) Set-aside and the offeror shall submit their best terms in the initial proposal. Proposal will be evaluated to ensure the proposal presents an acceptable staffing/project approach and fair and reasonable pricing.

The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. This acquisition is being conducted under FAR Part 15 & 19. The Government will direct the award to Sabre88, LLC 8(a), NAICS code 541990. This will be a negotiated award. The contract will be awarded based on the Government evaluating the staffing plan and determining it's technically acceptable and the Government negotiating the labor rate(s) and determining them fair and reasonable.

**8. FACTORS OF EVALUATION:**

The evaluation factors are listed in descending order of importance.

**A. Proposal** (Limit to 32 Pages or Less)

Offeror shall submit documentation of their understanding of the work statement and a summary of how they will satisfy the requirements. Documentation shall include:

- **Staffing Plan.** The offeror shall identify the skill mix and key personnel that will be assigned to this project. They shall describe the duties and responsibilities of each position and how the position interfaces with the other positions;

**B. Price:** Price shall include the proposed skill mix, number of hours per skill, rate and discounted rate. The Offeror must provide an electronic version of your approved 8(a) Price list with quote submission.

The offeror shall submit pricing using the Government-provided Excel spreadsheet.

**Contractor Team Arrangements** – It is mandatory that the Contractor be solely responsible for all work in the PBSOW. If teaming arrangements will be used for significant parts of the work, a summary list shall be submitted describing the roles of any teaming arrangements. The Contractor shall provide a detailed explanation regarding administration and management of teaming partners including how, if necessary, corrective actions will be handled.

Offeror is strongly encouraged to offer discounts on their approved rates.

### **C. Past Performance:**

1. All projects of similar size and scope within the past 36 months.

The proposal shall include no less than 3 references for work performance similar in size and scope of the requirements contained in this PBSOW. The staffing proposed to be utilized for fulfilling this requirement shall demonstrate training and experience which qualifies them for performing this contract.

2. Positive Performance History (customer satisfaction)

If offeror has no relevant performance history, offeror has an opportunity to identify past or current contracts (including Federal State, and Local government and private) for efforts similar to the Government requirement. The offeror shall provide information on problems encountered on the identified contracts and the offeror's corrective actions. The Government shall consider this information, as well as information obtained from any other sources, when evaluating the offeror's past performance. Offeror shall provide references. Also, three Past Performance Questionnaires (PPQ) are required (see Appendix A).

### **Past Performance Information**

In accordance with FAR 42.15 Contractor Performance Information, past performance evaluations shall be prepared for each contract that exceeds the simplified acquisition threshold. For severable contracts, interim evaluations will be required prior to exercising any option periods. For non-severable contracts, evaluations must be collected, coordinated and reported upon completion of the contract.

The Government will provide and record Past Performance Information for acquisitions over \$150,000 utilizing the Contractor Performance Assessment Reporting System (CPARS). The CPARS process allows contractors to view and comment on the Government's evaluation of the contractor's performance before it is finalized. Once the contractor's past performance evaluation is finalized in CPARS it will be transmitted into the Past Performance Information Retrieval System (PPIRS). Contractor's are required to register in the CPARS, so contractor's may review and comment on past performance reports submitted through the CPARS.

Please go to the following sites to register and then respond to all on this email, so we know you have completed the process:

**CPARS** <https://www.cpars.csd.disa.mil/>

**PPIRS** <http://www.ppirs.gov>

The Government will use information from the Past Performance Retrieval System (PPIRS) at [www.ppirs.gov](http://www.ppirs.gov) when evaluating an Offeror's past performance. The Government shall consider this information, as well as information obtained from any other sources, when evaluating the Offeror's past performance. The Government shall determine the relevance of similar past performance information

## **9. Options.**

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate the proposal for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

Offeror shall propose the base year and all option years.

### **Proposal Submission.**

Proposal shall contain the information described above. Failure to provide any of the above will result in exclusion from consideration.

- 1) Proposal shall include GSA Order ID number ID04140006.
- 2) Proposal shall be valid for at least 30 calendar days after submission.

**Appendix A – Past Performance Questionnaire**

Company Being Evaluated: \_\_\_\_\_

Contract/Task Number: \_\_\_\_\_

Name of Individual Performing Evaluation: \_\_\_\_\_

Agency/Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Information:**

Type of Contract (circle or bold one): Firm-Fixed-Price, Labor Hours, Time &amp; Materials, Cost-Reimbursement, Other

Dollar Value of Contract: \_\_\_\_\_

Brief Description or Work Performed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Evaluation:**

Please rate the subject firm in accordance with the following standards:

5 = Exceptional    4 = Good    3 = Satisfactory    2 = Marginal    1 = Unacceptable    N/O = Not Observed

Criteria	5	4	3	2	1	N/O
1. Quality of Services – Compliance with Contract Requirements, Technical Excellence, Accuracy of Reports, etc.						
2. Management Controls - Responsiveness, Management of Staff, Project Management, etc.						
3. Staffing (Overall Qualifications of Staff, Recruitment and Retention of Staff, Timely filling of Vacancies)						
4. Schedule Compliance – Timeliness of the Contractor Against the Schedule of Activities, Milestones and Deliverables.						
5. Customer Satisfaction - Customer Satisfaction (reasonable and cooperative behavior and commitment to customer service).						

Would you hire the subject firm again?    Yes    No

Reason Why: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional comments may be attached on a separate page.

Please email your response directly to [david.wilson@gsa.gov](mailto:david.wilson@gsa.gov) by **COB 11/XX/13.**